

**METHOD STATEMENT**

OWP 029

USE OF SILO PLACEMENT VEHICLE FOR THE PLACEMENT AND COLLECTION OF SILOS

**INTRODUCTION**

This Method Statement is intended to provide, as far as is reasonably practicable, a safe system of work for the **Placement and Collection of CPI Silos using the Placement Vehicle**. It details the steps to be taken and the method used to carry out the task safely. All personnel carrying out this activity are expected to co-operate fully with the methods described and follow the risk control measures identified in the associated risk assessment.

**PERSONNEL - Training records are available on request**

Placement vehicle driver

**TRAINING DOCUMENTS**

Driving licence  
 CPI Trained Driver Card  
 MPQC Driver Skills  
 CSCS card  
 Internal training records

**ACCESS AND EGRESS TO SITE**

CPI expects all clients to comply with the statutory requirements of health and safety legislation and inform us of all known hazards and risks that may affect health and safety of our employees while at the client's site.

The driver will report to the site office, supervisor or responsible person for instructions on arrival at site. A trained signaller may be requested to assist in manoeuvring the vehicle. The driver must assess the site road conditions and must only attempt to access the site if they are suitable for a road going vehicle.

**PERSONAL PROTECTIVE EQUIPMENT**

The driver is equipped with the following items:

- Safety footwear
- High visibility clothing
- Safety helmet
- Gloves
- Safety glasses with foam seal
- FFP2 dust masks
- Hearing protection
- Overalls / full length clothing

The driver will ensure that all relevant items of PPE are worn at all times while on site and throughout the delivery. The driver will ensure that all site specific regulations are adhered to.

**STATUTORY EXAMINATIONS**

All silo placement lifting equipment is subject to daily and weekly visual inspections, regular servicing and 12 monthly statutory examinations. *Certificates are available from the driver and on request from CPI Mortars Limited*

**COSHH**

*Material Safety Data Sheets are available from the driver and on request from CPI Mortars Limited*

**EMERGENCY PROCEDURES**

Should an accident or incident occur on the client's site, it will be reported to the site responsible person and the client's accident reporting procedure will be followed. Any forms completed on site will be photocopied and handed to the CPI Site Manager on the driver's return to the dispatching site. CPI Driver's Incident form OLS 08 will also be completed and handed to the Site Manager.

**EMERGENCY CONTACT DETAILS (Only to be used in case of emergency)**  
**For all other enquiries please contact the Sales Contact or Plant Direct**

Craig Buttenshaw

Tel: 07786 028841

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1. On arrival at the client site, the driver reports to the site responsible person to discuss the lifting plan and to receive instructions on silo location, site hazards and the risk control measures in place, including safe vehicle and pedestrian routes, the presence of overhead power cables and the proposed location of the silo.
2. The minimum level of PPE worn by the driver is safety footwear, gloves, safety helmet and high visibility waistcoat or jacket. Additional PPE is worn, as directed by the site responsible person
3. The driver manoeuvres to the relevant location, assisted by a trained signaller, as necessary (NB. When placing a silo from a public highway or reversing into a public highway, a signaller in high visibility clothing is always used. Priority is given to pedestrians and vehicles on the public road. Pedestrians are directed away from any potential danger zone).
4. The driver assesses the unloading area with particular reference to roadway condition, access width, other vehicles, site personnel and plant, members of the public, weather conditions and any other hazards or potential overhead restrictions. The silo is placed a **minimum of 8 metres** from overhead cables, measured horizontally and vertically from the silo's outer edge to the nearest cable. **NB. It is the client's responsibility to ensure the ground bearing capacity is sufficient prior to the silo placement**
5. The driver shall assess the proposed location for the silo and using his judgement shall make his own assessment as to the suitability of the ground or otherwise. Any concerns should initially be raised with the site responsible person and then with the CPI plant. The driver may refuse to place the silo if he has any concerns that cannot be satisfied and his decision shall be final. The CPI Manager at the dispatching location shall then be contacted for instruction.
6. Blocking of the silo shall not be permitted without written permission from CPI Management.
7. The driver applies the parking brake
8. The driver engages the hydraulic pump
9. The driver visually checks all relevant lifting equipment
10. The support legs are extended with support plates
11. The driver stands at the control board throughout lifting

**Placement of the Silo**

12. The driver raises the silo placing assembly, checking the nearest and farthest support legs as the load starts to rise. Once upright, the silo is lowered to the ground and the driver checks it is sufficiently level

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- 13. Once the silo has been positioned, the driver lowers the placing assembly out of the lifting pockets and lowers it back on to the vehicle bed, ensuring it rests fully on the vehicle
- 14. If the driver believes there is an issue with suitability of the proposed location, an acceptable alternative is agreed with the responsible person.
- 15. If the silo is not sufficiently level after placement, it is raised and moved to an agreed acceptable alternative location.

NB. If any further issues arise with placement of the silo, the CPI Site Manager at the dispatching location will be contacted for instruction

**Collection or Movement of the Silo**

- 16. The driver manoeuvres the placement vehicle to the silo. A trained signaller provided by the client is used, where necessary.
- 17. The driver inspects the area around the silo prior to lifting to ensure the surroundings are clear, nothing is attached and no overhead obstructions have appeared since the silo was placed
- 18. The material level within the silo shall be checked prior to lifting using telescopic rubber hammer.
- 19. The flap valve is closed and any opening in the mixer bottom covered to reduce the potential for dust release.
- 20. The driver engages the hydraulic pump.
- 21. The support legs are extended and support plates placed on level ground.
- 22. The silo placing assembly is lifted and guided to the lifting pockets. Once in place, the silo is lifted and lowered onto the vehicle bed.

**Completion of Placement and Collection of Silo**

- 23. The driver ensures the silo placing assembly is retracted to the approved travel position.
- 24. The support legs and support plates shall be correctly secured in the travel position.
- 25. The weighing equipment shall be checked to ensure the vehicle is within its Gross Vehicle Weight Limit (where present).



LIFTING PLAN	
<b>Details of Silo Placing Assembly</b>	
Make and Model	Mtec Silo Placing Unit
Maximum Lifting Capacity	13 tonne stated SWL
Support Spread	2.03m
Maximum Outrigger point load	150kN
Area of standard Support Plate	0.3m <sup>2</sup>
Applied bearing pressure using standard plates	500kN/m <sup>2</sup>
<b>Details of Load</b>	
Weight	16 tonne
Dimensions	7.2m x 2.5m x 2.5m
Highest lift (top of load to ground level)	8m
Designed lifting point	2 no. lifting pockets

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**RISK ASSESSMENT**

	Activity or issue	Hazards	CONTROL MEASURES
1	<ul style="list-style-type: none"> <li>Arrival and manoeuvring on site</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Unfamiliar risks resulting in injury, damage to property</li> <li>Accident while on site</li> </ul>	<ul style="list-style-type: none"> <li>Sites are surveyed by the sales team with results communicated to the drivers</li> <li>Drivers regularly visit sites and are aware of relevant safety issues</li> <li>All drivers are CSCS trained</li> <li>All drivers report to the site office for safety instructions including on safe vehicle and pedestrian routes</li> <li>All drivers are trained in vehicle and pedestrian safety through CPI toolbox talks</li> <li>Travel routes are minimised observing marked pedestrian routes at all times</li> <li>Signallers are provided where necessary to aid safe reversing and manoeuvring of vehicles</li> <li>Driver PPE is safety footwear, gloves, safety helmet and high visibility waistcoat or jacket. Additional PPE according to site-specific regulations</li> <li>Incidents are reported via CPI Driver Incident Report form OLS08</li> <li>All accidents shall be reported to the site agent or responsible person. Completed accident forms are copied to the Site Manager</li> </ul>
2	<ul style="list-style-type: none"> <li>Access &amp; egress of vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>All drivers follow procedures for safe vehicle access and egress using appropriate steps and grab handles</li> <li>Safety footwear is worn by drivers</li> <li>Vehicles are illuminated during conditions of reduced visibility</li> </ul>
3	<ul style="list-style-type: none"> <li>Placement and Collection of Silo</li> </ul>	<ul style="list-style-type: none"> <li>Injury to persons or damage to property</li> <li>Contact with overhead obstructions or cables</li> <li>Failure of lifting equipment</li> <li>Toppling due to uneven or unstable ground</li> <li>Movement of the vehicle while silo placing assembly is in operation</li> </ul>	<ul style="list-style-type: none"> <li>Only trained, competent and authorised persons operate the silo placing assembly</li> <li>Drivers ensure the vehicle is at least 2m clear of non-essential persons and equipment and the lifting assembly is at least 8m clear of overhead cables or obstructions</li> <li>All lifting pockets are visually inspected from ground level prior to silo delivery</li> <li>All lifting equipment and accessories are subject to daily and weekly visual inspections, pre-use inspection by the driver, 12 monthly statutory examinations and are regularly serviced</li> <li>The assembly's hydraulic cut off prevents more than 14 tonnes being lifted, within the safe working load</li> </ul>

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**RISK ASSESSMENT**

Activity or issue		Hazards	CONTROL MEASURES
3	<ul style="list-style-type: none"> <li>Placement and Collection of Silo (continued)</li> </ul>		<ul style="list-style-type: none"> <li>The driver assesses the placement area prior to lifting the silo into position and the collection area for overhead obstructions and to ensure nothing is attached to or surrounds the silo</li> <li>Support legs are extended onto solid, level ground and support pads used</li> <li>No persons are allowed access to the vehicle cab or bed while the silo placing assembly is in operation</li> </ul>
4	<ul style="list-style-type: none"> <li>Use of transfer trailer</li> </ul>	<ul style="list-style-type: none"> <li>Injury to persons or damage to property from collision, contact or accidental uncoupling</li> </ul>	<ul style="list-style-type: none"> <li>Drivers are trained in use of the trailer, including coupling and uncoupling</li> <li>The driver ensures that both trailer and vehicle handbrakes are applied when coupling and uncoupling</li> <li>A signaller is used where necessary to aid with reversing or manoeuvring vehicles</li> </ul>
5	<ul style="list-style-type: none"> <li>CPI products</li> </ul>	<ul style="list-style-type: none"> <li>Emission to atmosphere with exposure of personnel (skin contact and inhalation)</li> <li>Environmental effects</li> </ul>	<ul style="list-style-type: none"> <li>Product is fully enclosed in tanker and silo</li> <li>The flap valve is closed and any open sections of the mixer bottom are covered when moving silos, to reduce dust emissions</li> </ul>
6	<ul style="list-style-type: none"> <li>Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Musculo-skeletal injury to persons</li> </ul>	<ul style="list-style-type: none"> <li>All drivers are trained in safe manual handling techniques</li> <li>Auxiliary equipment such as operating panels are fixed to the silo prior to despatch from the plant</li> <li>In the event of a new panel being fitted on site, assistance in handling the panels is requested from client personnel</li> </ul>
7	<ul style="list-style-type: none"> <li>Lone working</li> </ul>	<ul style="list-style-type: none"> <li>Injury to driver</li> </ul>	<ul style="list-style-type: none"> <li>Drivers are not permitted to place or collect silos to or from site without a client responsible person available</li> </ul>

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**RISK ASSESSMENT**

Activity or issue		Hazards	CONTROL MEASURES
8	<ul style="list-style-type: none"> <li>Placement from public highway</li> </ul>	<ul style="list-style-type: none"> <li>Additional potential exposure of members of the public or damage to public property</li> </ul>	<ul style="list-style-type: none"> <li>The client ensures all appropriate safeguards are in place for silo placement from a public highway</li> <li>The driver assesses the placement area with particular reference to roadway condition, access width, other vehicles, site personnel and plant, members of the public, weather conditions and any other prevailing hazards and ensures any additional risks associated with the public highway are adequately controlled</li> <li>A competent signaller provided by the client and positioned in a safe place is used to assist the driver</li> <li>The signaller wears high visibility clothing and uses agreed hand signals</li> <li>The signaller gives priority to the passage of pedestrians and other road users</li> <li>The driver assesses the need for any further assistance in relation to manoeuvring the vehicle and carrying out placement and ensures this is in place before commencing</li> <li>Pedestrians are not directed around the vehicle on to the roadside, unless there are suitable barriers protecting them from traffic</li> </ul>
9	<ul style="list-style-type: none"> <li>Reversing onto a public highway from customer site</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle or pedestrian collision</li> </ul>	<ul style="list-style-type: none"> <li>A competent signaller provided by the client and positioned in a safe place is used to assist the driver when reversing onto a public highway</li> </ul>

**FURTHER COMMENTS**

Empty box for further comments.